The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **Senior Data Visualization Specialist**. This position is located in the Regional Program Office of USAID/West Africa in Accra. The Senior Data Visualization Specialist will use data analytics and visualization to inform development programming (with specific emphasis on strategic planning and program design within the Regional Development Cooperation Strategy) across the sectors in which USAID works. S/he will conduct analysis and produce data products (including interactive maps and dynamic visualizations) to communicate analytical findings to internal USAID decision-makers and external audiences, as well as build the capacity of USAID missions and offices in West Africa to use data analytics and geospatial products. The Specialist may also manage awards related to the procurement of analytical and visualization services, application of analysis, and external sources of data that are relevant to USAID programming in sectors such as agriculture, economic growth, education, environment, governance, health, and human rights.

Education & Prior Work Experience: Completion of a Bachelor's degree in an applied quantitative discipline such as statistics, computer science, economics, finance or other related fields, and a minimum of three (3) years of professional experience applying data visualization, data analysis, and/or business intelligence to inform decision making is required. Level IV (Fluent) English language is required. ***Language proficiency will be tested.***

For full requirements and position description, please log on to the following websites:

http://www.usaid.gov/west-africa-regional/work-with-us/careers
http://www.usaid.gov/ghana/work-with-us/careers
http://ghana.usembassy.gov/jobopportunities.html

NOTE: THIS POSITION IS BEING ADVERTISED AT A DEVELOPMENTAL GRADE FSN-09. THE SUCCESSFUL CANDIDATE WILL BE MOVED TO THE FULL POSITION GRADE FSN-10 AFTER ONE YEAR, BASED ON SUCCESSFUL PERFORMANCE EVALUATION.

Salary range: (Grade FSN-09) = GH¢ 48,168.00 – GH¢ 72,247.00 p. a; and Full performance (Grade FSN-10) = GH¢ 63,369.00 – GH¢ 95,060.00 p.a. (depending on qualification and experience).

Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

Note: *When submitting your application via email, start the subject line with the position title. Failure to state this and submit signed letter with relevant documents will result in a determination that the applicant is not qualified. Only shortlisted applicants will be contacted.*

All US and non-Ghanaian citizens, who are not family members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and/or residency permits to their applications to be eligible for consideration. No

relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee's responsibility.

<u>**CLOSING DATE: SEPTEMBER 29, 2016**</u>

USAID/WA anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

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POSITION DESCRIPTION
<u>**SENIOR DATA VISUALISATION SPECIALIST**</u>

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<u>**BASIC FUNCTION OF POSITION:**</u>

The Senior Data Visualization Specialist will use data analytics and visualization to inform development programming (with specific emphasis on strategic planning and program design within the Regional Development Cooperation Strategy) across the sectors in which USAID works. S/he will conduct analyses and produce data products (including interactive maps and dynamic visualizations) to communicate analytical findings to internal USAID decision-makers and external audiences, as well as build the capacity of USAID missions and offices in West Africa to use data analytics and geospatial products.

The Specialist may also manage awards related to the procurement of analytical and visualization services, application of analysis, and external sources of data that are relevant to USAID programming in sectors such as agriculture, economic growth, education, environment, governance, health, and human rights.

The Specialist will engage with the Senior Geospatial Information Specialist in the RPO, the Geographic Information Systems (GIS) Specialists in bilateral missions in the region, and the USAID GeoCenter based in Washington, DC. These activities will be done under the overall guidance of the RPO Director.

<u>**MAJOR DUTIES AND RESPONSIBILITIES**</u>   <u>**% OF TIME**</u>

Specific duties and responsibilities include the following:

Strategic Planning and Technical Assistance to West Africa Regional Mission.   (40%)

- Facilitate discussion among key offices within the USAID Regional Mission to articulate a vision and plan for integrating data analyses into strategic planning
- Assist with preparation of Regional and Country Development Cooperation Strategies (RCDS's and CDCS's), Project Appraisal Documents (PADs), Program Descriptions (PDs) and Scopes of Work (SOWs) by incorporating data analysis and visualization to help set goals, objectives, targets, anticipated results and present this information in compelling visuals
- Conduct analyses and visualize results on-demand to prioritize where development need is greatest (using publicly available data) and compare to analyses of where USAID is already working (using internal USAID data)

- Provide a technical perspective to ongoing Mission programming, introducing and supporting practices and processes that enable incorporation of data-informed decision making and analytical capacity in the Mission's portfolio
- Work with Communications Specialists to polish data products and communicate analytical findings to relevant audiences within USAID/West Africa, other missions in the West Africa region, USAID/Washington, and other stakeholders
- Support the integration of data visualization tools and products into the program cycle, particularly the monitoring, evaluation and learning processes.

Capacity Building for West Africa Regional   (30%)

- Consult with Mission staff across teams and across sectors to review, identify and communicate the value of data and optimal entry points for digital tools and analytical support.
- Conduct training on best-practice data collection, management, analysis and visualization for Mission staff and USAID partners
- Actively participate in USAID's global network of Geospecialists and Data Analysts and liaise with networks across West Africa to strengthen the Agency's community of practice in GIS and data analytics
- Actively identify and promote opportunities to incorporate appropriate advances in data science and visualization within the regional and bilateral missions

Technical Assistance and Capacity Building for Bilateral Mission and Offices in the West Africa Region.   (20%)

- Serve a regional leadership and convening role with bilateral missions that have dedicated Data Specialists (including GIS specialists and M&E specialists) to provide standards and best practices into the design of data visualization tools
- In response to demand, facilitate discussions among key offices within bilateral Missions in West Africa to articulate a vision and plan for integrating data analyses into strategic planning
- Provide a technical perspective to ongoing bilateral Mission programming, introducing and supporting practices and processes that enable incorporation of data-informed decision making and analytical capacity in the Mission's portfolio
- In response to demand, conduct analyses and visualize results to prioritize where development need is greatest (using publicly available data) and compare to analyses of where USAID is already working (using internal USAID data)

Technical Assistance and Capacity Building for Key Regional Partners   (10%)

- Serve a regional leadership and convening role regional partners that have dedicated Data Specialists (including GIS specialists and M&E specialists) to provide standards and best practices into the design of data visualization tools
- In response to demand, facilitate discussions among regional partners to articulate a vision and plan for integrating data analyses into strategic planning
- Provide a technical perspective to key partners, introducing and supporting practices and processes that enable incorporation of data-informed decision making and analytical capacity in their programming

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education:** Completion of Bachelor's degree in an applied quantitative discipline such as statistics, computer science, economics, finance or other related fields is required.

2. **Prior Work Experience:** Minimum of three (3) years of professional experience applying data visualization, data analysis, and/or business intelligence to inform decision making is required.

3. **Language Proficiency:** Level IV English (reading, writing, speaking) is required. S/he must have excellent written and oral English skills and ability to write technical documents in English, to concisely summarize complex ideas and to edit work. ***Language proficiency will be tested.***

4. **Job Knowledge**: The Specialist must have strong knowledge of data wrangling, analysis and visualization practices.

5. **Skills and Abilities**: The incumbent must have:
   - Strong portfolio of static and dynamic visualization, from simple graphics to complex stories, based on data visualization theory and techniques and built using industry standards (such as Tableau, R, D3.js, Adobe Illustrator, Excel, or similar)
   - Experience facilitating data analysis projects through concept, iterative design and execution, delivery and on-going support.
   - Must be curious, self-motivated individual with excellent communications skills and have ability to distill highly technical quantitative techniques into policy-relevant snippets to experts and non-experts.
   - Ability to work independently, to manage several activities at once and work under pressure to meet deadlines.
   - Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative if follow through is needed.
   - Must have the ability to work as a team member as well as to provide leadership in the area of his/her competencies.
   - Good organizational skills and the ability to multi-task.
   - Ability to conduct introductory training in the use of data analysis and visualization for development programming.
   - Effective communication skills to present and advocate for data, analysis, and visualization concepts, relevant USAID policies and guidance, data quality practices, etc., to USAID staff and implementing partners (IPs).
   - Excellent written and oral English skills, and ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required. ***Computer proficiency will be tested.***